

REGULATION
NO.

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MANAGEMENT PROGRAMS
Draft 2-7-55

RECORDS MANAGEMENT

Recission: CIA Regulation No.

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1. GENERAL

This Regulation establishes basic policies and responsibilities for administering the Agency Records Management Program. Its requirements are in agreement with the Federal Records Act of 1950 (Public Law 754, 81st Congress) and other applicable statutes and regulations.

2. OBJECTIVE

Records Management is controlling and improving records from their creation or receipt to their disposition, with resultant economies in manpower, supplies, equipment, space, time and money.

3. POLICIES

The Agency Records Management Program shall be administered on a decentralized basis through area programs governed by the following policies:

- a. Uniform systems shall be developed and installed to ensure a high standard of documentation by the most efficient and economical means, and to prevent the creation of nonessential records. The techniques to be applied in this area include controlling and improving forms, reports, and correspondence.
- b. Provision shall be made for the efficient and economical maintenance and servicing of current records through continuing analysis and improvement of mail handling and routing procedures, record classification and indexing systems, and filing equipment and supplies.
- c. Vital materials shall be identified and transferred to the Agency repository.
- d. Microfilming projects shall be reviewed to ensure validity of purpose and maximum equipment utilization.

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- e. A Records Center shall be maintained for the storing, processing, and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as an archival facility.
 - f. Records of permanent value shall be identified and preserved. Noncurrent records shall be scheduled for removal from office space and filing equipment to economical Records Center storage. Records of temporary value shall be identified and scheduled for legal destruction according to their retention values.
 - g. No record shall be destroyed or removed from Agency custody except as provided for by an Agency records control schedule and/or a records disposal authority obtained from Congress upon recommendation of the Archivist of the United States.

4. RESPONSIBILITIES

- a. The Chief, Management Staff, is responsible for:
 - (1) Directing and coordinating the Agency Records Management Program by providing basic plans, policies, and procedures, and staff guidance for their application to area programs.
 - (2) Reviewing and approving requisitions for such equipment, supplies and services as are determined necessary for compliance with the policies and procedures prescribed for each program function.
 - (3) Conducting operational audits of area programs to promote their effectiveness.
 - (4) Providing, in collaboration with the Director of Training, facilities (including instructional and training media) for the guidance, indoctrination and technical training in the program functions.
- b. The Deputy Director (Plans), (Intelligence), and (Support) or their designees are responsible for:
 - (1) Establishing and maintaining area programs to meet the requirements of this Regulation.

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- (2) Rendering such reports as may be required.
- (3) Designating in writing to the Chief, Management Staff the individuals who will have responsibility for maintaining area programs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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